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LIBERTY MIDDLE SCHOOL
STUDENT & FAMILY HANDBOOK 2024-2025



Liberty Middle School

145 Buckley Street
Liberty, NY 12754

Superintendent: Dr. Patrick Sullivan

Assistant Superintendent: Marianne Serratore

Assistant Superintendent of Business: Laurene McKenna

Board of Education

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Principal: Heather Cheh

Assistant Principal Grades 5 & 6: Dr. Jodie Mackrell

Assistant Principal Grades 7 & 8 : Katlyn Rusin

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WELCOME BACK REDHAWKS

Welcome back! We hope that you had an enjoyable summer and that you are ready for new challenges and opportunities in the 2024-2025 school year. I, along with our Assistant Principals Dr. MacKrell and Mrs. Rusin, are looking forward to working with you and your parents/guardians to make a positive difference in your lives through education.

***We are pleased to announce Liberty Middle School will be
Cell Phone/Smartwatch Free 8am-3pm during the academic day for the
2024-2025 school year.***

We greatly appreciate your support in rallying around our vision, which we believe will significantly enhance safety and well being, in addition to classroom learning experiences at Liberty Middle School.

This handbook has been developed to familiarize you with the middle school programs and our expectations for you as a middle school student. These rules and regulations have been established to create a safe and comfortable environment that will allow all students to learn. It is important to take the time to read this handbook thoroughly along with your parents and/or guardians. Teachers, guidance counselors, administrators and other staff members will gladly answer any questions.

You have the ability to determine your success and know that we are here to help you reach your goals. Come to school each day rested and ready to learn.

Be Responsible - Be Respectful - Be There Be Ready

Attendance and arriving at school on time are important. Students should also consider participating in at least one of the many extracurricular activities we have to offer. Whether it's in the classroom, in the community or on the athletic field, we can't wait to see what you will accomplish this year. Please read this entire handbook carefully, as there may be changes from the previous year. Let's make this an outstanding year for the entire school community!

Ms. Heather Cheh
Principal

Dr. Jodie Mackrell
Assistant Principal Grades 5 & 6

Mrs. Katlyn Rusin
Assistant Principal Grades 7 & 8

Sergeant Robert Morse
School Resource Officer

Instagram @libertyms_ny
[Liberty Middle School Website](#)

District Mission - To empower each student to contribute and thrive in a diverse community by pursuing their potential.

Misión del distrito: empoderar a cada estudiante para que contribuya y prospere en una comunidad diversa al alcanzar su potencial.



Vision:

Foster growth and potential in an accepting, diverse, and enriching community.

Visión:

Fomentar el crecimiento y el potencial en una comunidad receptiva, diversa y enriquecedora.



Liberty Middle School's mission is to prepare students by promoting academic excellence, respect, independence, and responsibility.

The vision of Liberty Middle School is to foster growth and potential in an accepting, diverse and enriching community.

La misión de Liberty Middle School es preparar a los estudiantes promoviendo la excelencia académica, el respeto, la independencia y la responsabilidad.

La visión de Liberty Middle School es fomentar el crecimiento y el potencial en una aceptación, comunidad diversa y enriquecedora.



Collective Commitments

At LMS through MTSS, PLCs, and LiM

We will...

- continue working flexibly, positively, and collaboratively, as professionals
- be positive members of our collaborative and grade level teams, contributing to the process of preparing and educating students
- practice open communication, build productive relationships, and be dedicated to having a solution-oriented mindset
- analyze data results appropriately and effectively to focus instruction and improve student outcomes
- provide leadership opportunities for students to be accountable for their learning and growth
- develop a strong partnership with parents and community members to provide informational resources, as well as strategies to help students achieve success

Compromisos colectivos

En LMS a través de MTSS, PLC y LiM

Lo haremos...

- Continuar trabajando de manera flexible, positiva y colaborativa como profesionales.
- Ser miembros positivos de nuestros equipos colaborativos y de nivel de grado, contribuyendo al proceso de preparación y educación de los estudiantes.
- practicar la comunicación abierta, construir relaciones productivas y dedicarse a tener una mentalidad orientada a soluciones
- Analizar los resultados de los datos de manera apropiada y efectiva para enfocar la instrucción y mejorar los resultados de los estudiantes.
- Proporcionar oportunidades de liderazgo para que los estudiantes sean responsables de su aprendizaje y crecimiento.
- Desarrollar una asociación sólida con los padres y miembros de la comunidad para proporcionar recursos informativos, así como estrategias para ayudar a los estudiantes a lograr el éxito.

Statement of Nondiscrimination/Anti-harassment

It is the policy of the Liberty Central School District not to permit discrimination or harassment based on race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation, or disability in the District's educational programs, activities, or employment.

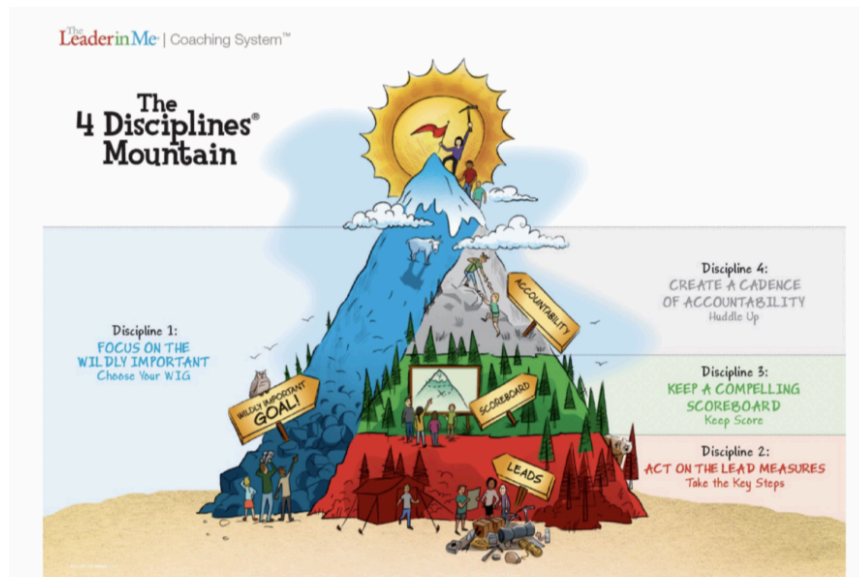
Parents with special needs

Parents with special needs will have an equal opportunity to participate in the services, programs, and activities of the district, particularly those designed for parental involvement and directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel). You should direct requests for accommodations to the District at least ten business days before the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.

DISTRICT SOCIAL EMOTIONAL LEARNING INITIATIVE

Leader In Me 7 Habits

1. Be Proactive
2. Begin With the End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First to Understand, Then be Understood
6. Synergize
7. Sharpen the Saw



DAILY PROCEDURES

Student Arrival

Entry doors will be opened by staff members who supervise those doors at least 20 minutes prior to the tardy bell. Students will enter through the designated doors and proceed to their designated waiting location and/or breakfast to wait until they are dismissed to class. Once the tardy bell rings, all outside doors will be closed and locked.

- Early arrival is at 7:30am
- The bell to go to homeroom is at 7:55am
- Grades 5 & 6 enter through the cafeteria door
 - If you are eating breakfast, enter the cafeteria and remain there until the bell rings
 - If you are not eating breakfast, remain in the hallway
- Grades 7 & 8 enter through the main entrance (set of doors on the right)
 - If you are eating breakfast, walk down to the cafeteria and remain there until the bell rings
 - If you are not eating breakfast, remain in the main lobby

Students Arriving Late

The front doors will be locked at the time of the tardy bell which will be 8:05 am. Visitors and tardy students must request entry into the building by pressing the intercom button located at the main entrance.

Students who arrive after the tardy bell at 8:05am, must report directly to the greeter desk to sign in and receive a tardy pass and report directly to their assigned class.

LCSD VISITOR PROCEDURES

To ensure the safety of our students, staff and visitors, the Liberty Central School District has implemented a single point entry system for all school buildings. This system includes the use of a camera, intercom and buzzer to gain access. All exterior doors will remain locked and visitor access will only be available through the front door.

Before School Begins

Entry doors, designated by each school, will be opened by a staff member who will supervise the door the entire time it is open, at least 20 minutes prior to the tardy bell. Students will enter through the doors they are assigned to and proceed to their designated waiting location and/or breakfast to wait until they are dismissed to class. Once the tardy bell rings, all outside doors will be closed and locked.

During the School Day

All doors will be closed and locked at the time of the tardy bell. After the tardy bell, visitors and tardy students must request entry into the building at the main entrance by pressing the intercom button.

Visitors

After a visitor pushes the intercom button, office personnel will:

- Request that the visitor shows identification to the intercom camera
- If the person is here for a student, the office staff will verify via SchoolTool that the visitor is on the student's contact list
- Otherwise, the office staff will verify the reason for the visit and verify that they have an appointment.
- If the visitor does not have an appointment, the greeter will check the availability of the person they wish to visit. If that person is unavailable, the visitor will be advised to make an appointment or come back another time.
- If the visitor wishes to enter the building, they will move to "Using the Self-Serve Kiosk to Enter the Building."
- If the person wishes to sign-out a student, the office staff will bring the sign-out sheet out to the vestibule.

Using the Self-Serve Kiosk to Enter the Building

- The visitor will go to the self-service kiosk and will scan their license or state-issued identification. The kiosk will communicate to the office staff whether the visitor is permitted to enter the building.
- The visitor will be buzzed through the second set of doors to the greeter, who will confirm the purpose for their visit, give them a temporary badge, and have them sign in the visitor's log.

If Visitor is Unable to Use the Self-Serving Kiosk

- If the visitor is not able to use the self-serving kiosk due to not having a state issued ID, a school administrator will have to verify that the person is legitimate.
- Following this, the greeter will confirm the visitor's information and the person they are picking up or visiting.
- Then, the visitor will receive a visitor pass to wear while on campus.

After Receiving the Visitor Pass

- The person they are meeting will be contacted and respond to the greeter's desk
- All visitors will be accompanied around the school by a school staff member
- Before leaving campus, visitors must stop at the front office, sign out and return their visitor pass.

Dropping off an Item for a Student

When dropping off an item for a student the visitor will:

- Press the intercom button
- Show identification to the intercom camera
- The visitor will be asked what they are dropping off and to whom
- The greeter will verify that the visitor is on the student's contact list
- The visitor will be asked to enter the vestibule
- The visitor will label the item with the provided labels and place it on the table within the vestibule and the greeter will ensure the visitor leaves the vestibule.

After the School Day

After 2:20 p.m., at the elementary school and 2:45 p.m., at the middle and high schools, parents/guardians are to wait outside to pick up their child. No student may be signed out between those times and the dismissal of students. No parents should enter the building during student dismissal.

Visitors who need to enter the building after dismissal will follow the procedures above



Liberty Central School District

2024-2025 Academic Calendar



September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3-4 Conference Days
2 Labor Day- Closed
5 First day of school for students

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-31 Winter Break- Closed

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Columbus Day- Closed

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day Observance
20 MLK Day- Closed
21-24 Regents Exams
29 Lunar New Year

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Conference Day
11 Veterans' Day Observance
27-29 Thanksgiving Break

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14 Conference Day
17-18 Presidents' Day- Closed

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Conference Day

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-21 Spring Break
29-30 ELA 3-8 Exams

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 ELA 3-8 Exams
7-9 Math 3-8 Exams
20 Budget Vote & Election
26 Memorial Day- Closed

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4-10, 17-26 Regents Exams
19 Juneteenth
27 Rating Day
27 Last day of school for students
27 Graduation 7pm

Student Days:

Sept 18 (+ 2 Conf. Day)
Oct 22
Nov 16 (+ 1 Conf. Day)
Dec 15
Jan 20
Feb 17 (+ 1 Conf. Day)
Mar 20 (+ 1 Conf. Day)
Apr 16
May 21
June 19

Snow Days 7

Student Days 184
Conference Days 5

Total Days 189

Make Up Days:

If we use all snow days by Feb 13, Feb 14 becomes a student day

Give Back Days:

1st Day: May 23
2nd Day: May 22
3rd Day: April 22

BOE approved Feb 13, 2024

LMS Bell Schedules 2024-2025

PD	REGULAR		PD	TWO-HOUR DELAY			EARLY DISMISSAL NO RECESS LUNCHES BELOW	
HR	7:55 AM	8:05 AM	HR	9:55 AM	10:05 AM	Period		
FLEX	8:05 AM	8:30 AM	FLEX	10:05 AM	10:30 AM	4	10:38 AM	11:00 AM
1	8:33 AM	9:13 AM	1	10:33 AM	11:00 AM	5	11:03 AM	11:25 AM
2	9:16 AM	9:56 AM	2	11:03 AM	11:30 AM	6	11:28 AM	11:50 AM
3	9:59 AM	10:39 AM	3	11:33 AM	12:00 PM	7	11:53 AM	12:15 PM
4	10:42 AM	11:22 AM	4	12:03 PM	12:30 PM	HOMEROOM	12:15 PM	Dismissal
5	11:25 AM	12:05 PM	5	12:33 PM	1:00 PM	When decided by 10:30 am, Elementary students dismiss at 12 noon & MS/HS students dismiss at 12:15pm		
6	12:08 PM	12:48 PM	6	1:03 PM	1:30 PM			
7	12:51 PM	1:31 PM	7	1:33 PM	2:00 PM			
8	1:34 PM	2:14 PM	8	2:03 PM	2:30 PM			
9	2:17 PM	2:57 PM	9	2:33 PM	2:57 PM			

PD	THREE-HOUR DELAY		PD	HALF-DAY		Period	1 HR TESTING	
HR	10:55 AM	11:05 AM	HR	7:55 AM	8:05 AM	HR	7:55 AM	8:05 AM
FLEX	11:05 AM	11:30 AM	FLEX	8:05 AM	8:30 AM	FLEX	8:05 AM	8:15 AM
1	11:33 AM	11:53 AM	1	8:33 AM	8:55 AM	Testing	8:15 AM	9:15 AM
2	11:56 AM	12:16 PM	2	8:58 AM	9:20 AM	1	9:18 AM	9:51 AM
4	12:19 PM	12:39 PM	3	9:23 AM	9:45 AM	2	9:54 AM	10:29 AM
5	12:42 PM	1:02 PM	8	9:48 AM	10:10 AM	3	10:32 AM	11:07 AM
6	1:05 PM	1:25 PM	9	10:13 AM	10:35 AM	4	11:10 AM	11:45 AM
7	1:28 PM	1:48 PM	4	10:38 AM	11:00 AM	5	11:48 AM	12:23 PM
3*	1:51 PM	2:11 PM	5	11:03 AM	11:25 AM	6	12:26 PM	1:01 PM
8	2:14 PM	2:34 PM	6	11:28 AM	11:50 AM	7	1:04 PM	1:39 PM
9	2:37 PM	2:57 PM	7	11:53 AM	12:15 PM	8	1:42 PM	2:17 PM
						9	2:20 PM	2:57 PM

Period	CBT NYS TESTING (1 Grade Level Only)	
Entrance	7:55 AM	8:05 AM
HR	8:05 AM	8:15 AM
NYS Testing Periods 1-3 Per Grade Level *Homeroom teachers walk students to gym *Students need to bring chromebooks/extra in gym *Students will be seated alphabetically by last name *Tickets and materials will be on the desks *Proctors assigned - can sign the sheet in the gym *Students will go to their normal lunch *Students needing extra time come back to the gym after lunch *Students who finish the test will remain in the gym until the testing periods end		
1	8:15 AM	8:57 AM
2	9:00 AM	9:42 AM
3	9:45 AM	10:27 AM
4	10:30 AM	11:12 AM
5	11:15 AM	11:57 AM
6	12:00 PM	12:42 PM
7	12:45 PM	1:27 PM
8	1:30 PM	2:12 PM
9	2:15 PM	2:57 PM

PD	EVENTS	
HR	7:55 AM	8:05 AM
FLEX	8:05 AM	8:30 AM
1	8:33 AM	9:06 AM
2	9:09 AM	9:42 AM
3	9:45 AM	10:18 AM
4	10:21 AM	10:54 AM
5	10:57 AM	11:30 AM
6	11:33 AM	12:06 PM
7	12:09 PM	12:42 PM
8	12:45 PM	1:18 PM
9	1:21 PM	1:54 PM
Program	2:00 PM	2:57 PM

PD	EVENTS 15	
HR	7:55 AM	8:05 AM
FLEX	8:05 AM	8:30 AM
1	8:33 AM	9:01 AM
2	9:04 AM	9:32 AM
3	9:35 AM	10:03 AM
4	10:06 AM	10:34 AM
5	10:37 AM	11:02 AM
6	11:05 AM	11:33 AM
7	11:36 AM	12:04 PM
8	12:07 PM	12:35 PM
9	12:38 PM	1:09 PM
Program	1:20 PM	2:57 PM

SCHOOL CLOSING PROCEDURES

When it becomes necessary to close or delay the opening of school for reasons of impassable roads, inclement weather, emergencies, etc., the following radio/TV stations will carry the announcement.

WVOS – Liberty (95.9 FM)

WSUL – Monticello (98.7 FM)

WELV – Ellenville (1370 AM)

WJEFF – Jeffersonville (90.5 FM)

YNN – (Cable Channel 6 or 706)

WPDH – Poughkeepsie (106.1 FM)

WDNB – Monticello (102.1 FM)

WRNN-TV (Cable Channel 22)

You may also call 292-5400 to hear a taped message to update you on school delays and closings (will follow the initial greeting). You can also check the school website at www.libertyk12.org. In addition, **the School Messenger Service will telephone all parents/guardians using the telephone number on file with the school tool. Please make sure your information is accurate.**

Liberty Central School Telephone

Superintendent: Dr. Patrick Sullivan	292-5400 ext.2051
Assistant Superintendent: Marianne Serratorre	292-5400 ext. 2052
Assistant Superintendent of Business: Laurene McKenna.....	292-5400 ext.2052
Student Services/CSE: Deborah DeGraw	292-5400 ext.5106
Central Registration Office.....	292-5400 ext.2331
Middle School Main Office.....	292-5400 ext.2300
Middle School Principal: Ms. Heather Cheh.....	292-5400 ext.2302
Middle School Assistant Principal: Dr. Jodie MacKrell.....	292-5400 ext.2306
Middle School Assistant Principal: Mrs. Katlyn Rusin.....	292-5400 ext.2306
Guidance Department: Ms. Behrman, Ms. Krokus	292-5400 ext.2311
Middle School Psychologist: Erin Hadjstylianos.....	292-5400 ext.2027
Nurse: Mrs. Melissa Funcheon-Kolarik.....	292-5400 ext.2316

Where to find help

Athletic Information/Athletic Director	292-5400 ext.2013
Bus Route – Rolling V Bus Co.	292-4485
District Website	www.libertyk12.org
Employment Information/Working Papers	292-5400 ext. 2311
Illness (School Nurse)	292-5400 ext. 2316
Late (Tardy) or Absent (Greeter's Desk)	292-5400 ext. 2300
Lost Articles (Cafeteria)	292-5400 ext. 2300

COMPREHENSIVE STUDENT ATTENDANCE POLICY

[5100 Student Attendance- final copy for adoption \(1\).pdf](#)

In accordance with state law and regulations, the Board of Education recognizes that regular attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is important that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To make sure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- This plain language summary of Liberty Central School District’s attendance policy is included in the student handbook and will be reviewed with students at the start of the school year. *Student handbooks are available to students on district provided iPads.*
- Parents will receive the plain language summary of Liberty Central School District’s policy via Parentsquare (*via Annual Notifications page in the Liberty CSD School Calendar*) at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy. *Copies of this policy will be made available to any parent, upon request.*
- When a student is habitually (1 x weekly) absent, tardy, or leaves early from class or school without excuse, the student's guidance counselor, nurse, teacher or case manager will notify the student’s parent(s) by phone and/or mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- School newsletters and publications will include periodic reminders of the components of this policy.

Excused and Unexcused Absences

Excused ATEDs are defined as **absences, tardiness, and early departures (ATEDs)** from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the building principal (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent’s responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student’s return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- Attendance will be taken during each class period (grades 5-8)
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the data person responsible for attendance.

- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in a prompt manner. Each building will have a support person or support team review students' attendance on a weekly basis.
- Where additional information is received that requires corrections to be made to a student's attendance records, such corrections will be made immediately. Notice of such a change will be sent to appropriate school personnel (Data person via School Tools) subject to applicable confidentiality rules.
- Attendance data will be reviewed on a weekly basis to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall request a pass from students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal *or their designee*.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they **miss ten percent or more** of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with Liberty Central School District's policy.

Consequences of Excessive ATEDs

A designated staff member(s) (the student's guidance counselor, nurse, teacher or case manager) will contact the student's parents and the student's school counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Such staff member(s) shall remind parents of the attendance policy, explain the consequences of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

If attendance does not improve, those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

Students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Students who are absent will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question. (If the child has been in an alternate setting- hospital, etc. only 25% of the work will be required to be made up over an extended period).

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.
Adoption date: February 21, 2017

Liberty Middle School Discipline Consequences for Attendance Policy Violations

Attendance and School Avoidance Support: Trends of at least one ATED per week, unexcused absences or lates at intervals 10, 15, 20 and 25, and/or absenteeism of 5% or more.

- School Avoidance- determine if medical or truancy
- Truancy
 - Parent letters
 - 8 day unexcused absence letter from School Counselor
 - 15 day unexcused absence letter from Asst. Principals
 - 20 day unexcused absence letter from Asst. Principals
 - 25 day unexcused absence letter from Principal
 - Meeting with student
 - Parent Phone Call
 - Parent Meeting
 - Counseling
 - Home Visit
 - Child Protective Services (CPS)

LMS Progress and Marking Period Timetable School Year 2024 - 2025

PERIOD	PERIOD ENDS	TOTAL DAYS	GRADES SUBMITTED/AC ACADEMIC ELIGIBILITY GRADE PULL BY 8:00 AM	REPORT CARDS MAILED HOME	INCOMPLETES CHANGED TO THE HIGHER OF THE EXACT GRADE OR 50.
1 st Progress	Oct. 4, 2024	22	Oct. 9, 2024	Oct. 11, 2024	Nov. 26, 2024
1 st Quarter	Nov. 8, 2024	23	Nov. 13, 2024	Nov. 15, 2024	
2 nd Progress	Dec. 13, 2024	21	Dec. 18, 2024	Dec. 20, 2024	Feb. 14, 2024
2 nd Quarter	Jan. 24, 2025	21	Jan. 30, 2025 (Thursday)	Feb. 3, 2025	
3 rd Progress	Feb. 28, 2025	21	Mar. 5, 2025	Mar. 7, 2025	Apr. 25, 2025
3 rd Quarter	Apr. 4, 2025	24	Apr. 9, 2025	Apr. 11, 2025	
4 th Progress	May 9, 2025	19	May 14, 2025	May 16, 2025	No Incompletes Allowed in the 4 th Quarter
4 th Quarter	Jun. 16, 2025 (Monday)	23	Jun. 18, 2025 (non-regents) Jun. 27, 2025 (regents)	Jun. 27, 2025	

Second Semester begins Monday, January 27, 2025

IMPORTANT DATES

Parent-Teacher Conferences:

Thursday, October 3:	MS Open House	6-8 pm
Thursday, November 14:	MS Parent-Teacher Conferences	6-8 pm
Thursday, March 20:	MS Parent-Teacher Conferences	6-8 pm

MS Honor Roll Livestream Ceremony Grades 5-8

1st Quarter	Wednesday, November 20	8:15 AM
2nd Quarter	Wednesday, February 5	8:15 AM
3rd Quarter	Wednesday, April 23	8:15 AM

MS Honor Roll Ice Cream Celebration Grades 5-8

1st Quarter	Friday, November 20	2:15 PM
2nd Quarter	Friday, February 7	2:15 PM
3rd Quarter	Friday, April 25	2:15 PM

Liberty Central School District's Board of Education

CODE OF CONDUCT

A plain language, summary version of the School District's *Code of Conduct* follows.

A full version is available in the Superintendent's office, the Building Principals' offices, and online at: [LMS Code of Conduct](#). Click on each sections' headings to see the actual LCSD School Board Policy.

Part I: Introductions

This code is to ensure a safe, respectful, and positive learning environment in Liberty Central School District

Part II: Definitions

This section provides clear definitions for key terms used throughout the document. Terms such as "disruptive student," "violent student," and "parent" are defined to ensure consistent understanding and application of the Code of Conduct. These definitions help in categorizing behaviors and determining appropriate disciplinary actions.

Part III: Student Rights and Responsibilities

- Rights: Students have the right to a safe school environment, fair treatment, and the opportunity to learn.
- Responsibilities: Students are expected to respect others, follow school rules, attend school regularly, and complete their schoolwork.

Part IV: Essential Partners

The school community, including parents, teachers, guidance counselors, school personnel, principals, the Dignity Act Coordinator, the Title IX Coordinator, the Superintendent, and the Board of Education, must collaborate to foster a safe, respectful, and supportive learning environment. Parents should ensure their children attend school regularly, follow the dress code, and complete homework. Teachers need to create a respectful classroom, enforce rules fairly, and communicate effectively with students and parents. Guidance counselors should assist students with personal issues and career planning. All school personnel must be familiar with and enforce the Code of Conduct while maintaining confidentiality. Principals and administrators should promote a positive school climate and address harassment and bias. The Dignity Act and Title IX Coordinators must oversee bullying prevention and handle harassment complaints. The Superintendent and Board of Education are responsible for policy enforcement, creating supportive programs, and leading by example in promoting a respectful and inclusive school culture.

Part V: Student Dress Code

Students should dress in a way that is respectful and not distracting to others. Violations may result in being asked to change clothes. **Please see the specific Liberty Middle School Dress Code on Page 43.**

Part VI: Prohibited Student Conduct

Students must not engage in behavior that disrupts learning or school activities. This includes: Violence or threats, Fighting, Bullying or harassment, Possession of weapons or drugs, Cheating or academic dishonesty, Disrespecting staff or other students.

Part VII: Reporting Violations

Students and staff are encouraged to report any violations of the code of conduct. All reports will be taken seriously and handled appropriately.

Part VIII: Disciplinary Procedures, Penalties and Referrals for Students Without Disabilities

Depending on the severity of the misbehavior, students may face consequences like: Warnings or reprimands, Loss of privileges, Detention or suspension, Referral to counseling or law enforcement

Part IX: Alternative Instruction

Students removed from class or suspended will receive alternative instruction to ensure they continue learning during this time.

Part X: Disciplinary Procedures, Penalties and Referrals for Students With Disabilities

Students with disabilities will be disciplined in a way that considers their individual needs and legal protections.

Part XII: Corporal Punishment

Corporal punishment, defined as using physical force to punish a student, is strictly prohibited for all district employees. However, physical restraint is allowed if necessary to protect individuals from physical harm when other methods aren't effective. Restraint cannot be used to prevent property damage unless there's imminent danger of serious harm. Policies for timeout and restraint are outlined in policy 4321.12. The district must report semiannually to the Commissioner of Education detailing any complaints about corporal punishment, investigation results, and actions taken by school authorities.

Part XIII: Student Searches and Interrogations

The policy on student searches and interrogations is designed to balance the need for school safety with student privacy rights. Searches may be conducted based on reasonable suspicion, and procedures for interrogations by school officials or law enforcement are clearly outlined. Parental notification and involvement are emphasized.

Part XIV: Visitors to Schools

The district welcomes visitors but requires them to follow specific procedures to ensure safety and minimize disruption. Visitors must sign in, wear identification, and comply with school rules. Unauthorized visitors or those who disrupt the school environment may be asked to leave.

Part XV: Public Conduct on School Property

While on school property or at school functions, individuals must not:

- Injure or threaten to injure others.
- Damage or destroy property.
- Disrupt classes or school activities.
- Distribute or wear disruptive or obscene materials.
- Intimidate, harass, or discriminate based on race, creed, color, weight, national origin, religion, disability, sex, sexual orientation, or gender.
- Enter school premises without authorization.
- Block free movement of people.
- Violate traffic or parking rules.
- Use or distribute alcohol or drugs.
- Possess or use weapons, unless authorized.
- Loiter on school property.
- Gamble.
- Disobey school officials.
- Incite others to break rules.
- Violate laws or Board policies.
- Smoke or vape tobacco or cannabis.
- Harass staff, students, or visitors.

Consequences: Violating this Code can result in:

- Visitors: Being asked to leave or ejected.
- Students: Disciplinary action per due process.
- Tenured Faculty: Disciplinary action under Education Law § 3020-a.
- Civil Service Staff: Immediate ejection and disciplinary action under Civil Service Law § 75.
- Other Staff: Warning, reprimand, suspension, or dismissal.

Enforcement: The Principal or designee enforces the Code of Conduct to maintain order and protect rights. Individuals must behave respectfully and dress appropriately. If disruptive conduct occurs, the Principal or designee will attempt to stop it and warn of consequences. If the behavior continues or poses a threat, the individual will be removed, potentially with police assistance. The District may pursue further disciplinary or legal action as necessary.

Part XVI: Dissemination and Review

The Code of Conduct is reviewed annually and disseminated to students, parents, and staff to ensure awareness and compliance. Regular review helps in updating the policies to reflect current needs and legal requirements, ensuring the Code remains effective and relevant.

THE DIGNITY FOR ALL STUDENTS ACT

Dignity for All Students Act DASA

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

Liberty Central Schools is committed to providing a positive school environment where all students feel safe and can focus on learning. If you or someone you know feels they have experienced harassment or bullying related but not limited to different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, or sexes below are the contacts for it to be reported. Please also feel free to use our anonymous reporting system on Liberty Central Schools website, <http://www.libertyk12.org/>.

CONTACT INFORMATION

District Dignity Act Coordinator

Mrs. Amy Black
Liberty Central Schools
ablack@libertyk12.org
(845) 292-5400 ext. 5112

Building Dignity Act Coordinators

Mrs. Lacy Jones
Liberty HS (9-12)
ljones@libertyk12.org
(845) 292-5400 ext. 2002

Dr. Jodie MacKrell
Liberty MS (5-8)
jmackrell@libertyk12.org
(845) 292-5400 ext. 2306

Mrs. Brittney Cunningham
Liberty ES (PK-4)
bcunningham@libertyk12.org
(845) 292-5400 ext. 2503

For more information please visit the schools website, refer to the Code of Conduct, or the Student Handbook.

Quick Tip Guide To Submitting Anonymous Tips for DASA

Go to SchoolMessenger Quick Tip Submission Link:

<https://asp.schoolmessenger.com/Liberty/quicktip>

BEHAVIOR EXPECTATIONS

Be Responsible Be Respectful Be There - Be Ready & LIM 8 Habits

1 Be proactive-I am in charge of me Ser proactivo-Eres responsable de tu mismo	5 Seek first to understand, then to be understood-Listen before you talk Buscar primero a entender, luego de ser entendido-Escuchamos primero y luego hablamos
2 Begin with the end in mind-Have a plan Comenzar con el fin en mente-Planeo y hago cosas que tienen importancia	6 Synergize-Together is better Sinergizar-Trabajar con otros es mejor
3 Put first things first-Work first, then play Poner de primero lo primero-Primero trabajar, después jugar	7 Sharpen the saw-Balance feels best Afilar la sierra-Siento mejor cuando siento bien en mi mente, alma, cuerpo, corazón
4 Think Win-Win-Everyone can win Pensar Ganar-Ganar - Todos podemos ganar	8 Find your voice-Discover your talents Encuentra tu voz-Descubre tus talentos

PARENT & GUARDIAN GENERAL INFORMATION

Official District Communication Tool - Parent Square

Liberty Central School District is now using Parent Square as its official communication app. Parent Square is completely free for parent/student use and can be downloaded from the app store by using the QR codes above or by logging into www.parentsquare.com.



Parents/Guardians who download the app are easily able to adjust how they want to receive notifications and they are easily able to find staff members in the directory to contact through the app. For information on how to use Parent Square click on [Getting Started](#).

Click on the links below for more information:

- **Introduction for Parents & Guardians (English)**
- **Introduction for Parents & Guardians (Spanish)**
- **3-Minute Overview**
- **Introduction to Parents & Guardians (English)**
- **Introduction to Parents & Guardians (Spanish)**

Absences

Parents/guardians should call Central Registration (ext. 2331) when their child is absent from school. Parents/guardians who do not phone in will receive a phone call from an automated machine. Each child must submit a written excuse from the parent/guardian upon return to school immediately after any absence. This excuse can be submitted via Parent Square. If the student does not bring in an excuse, the absence is considered unexcused. Students cannot make up work for unexcused absences. In the case of prolonged or extended absences, the school may require medical certification.

Parents who wish to remove their child from assemblies must provide a written note to the Main Office 24 hours before the start of the assembly. Students will not be allowed to leave school grounds unless their parent(s) comes to the school to sign them out.

Annual Notification Forms

Prior to the start of school in September 2024, you were sent documents on Parent Square to complete. These documents include:

- LCSD Student/Guardian Device Agreement
- Photo/Publicity Opt-Out Form
- Student Emergency Evacuation Plan
- Receipt of Student Handbook

All forms MUST be completed with required information/electronic signature;

www.parentsquare.com

Additional forms are also available on Parent Square as needed such as:

- Authorization Form for Personal Use of Own Medicines
- Authorization for Administration of Medication in School

School Tool Student/Parent Contact Information Sheet

September 2024 you will receive a hard copy of this form with your demographic information. You need to handwrite any revisions, and return the signed and dated sheet to your homeroom teacher.

****Parent Square will telephone/text/email all parents/guardians using the telephone number on file with SchoolTool. Please make sure your information is accurate. If you change your phone number at any time, please do contact the school and provide your new phone number. If at any time there is a change in the student's medical status, it is imperative that the parent/guardian to notify the School Nurse to assure the child's safety and well-being.**

Parent Portal

The Liberty Central School District is presently providing access for parents to our “SchoolTool Parent Portal”. Parents/guardians will be able to access their child’s information securely in our student management system via the Internet. Viewable information through this portal includes your child’s schedule, attendance (daily & course), discipline, progress reports, report cards, and individual class averages and assignments (as determined by the teacher). In addition, parents/guardians will be able to email teachers from within the portal.

To get started, we will need some information from you:

1. ONLY parents/guardians who request parent portal access may have access to this system.
2. Send an email to MSParentPortal@Libertyk12.org, from your current email address. For example, if your email address is sam@yahoo.com, then you must send this initial request from that email address. Your email address will become your username for the parent portal. In addition, any email correspondence between you and the school, through this parent portal, will go to this email address.
3. In the subject line of your email, type “parent portal access”.
4. In the body of the email, please include the following: your name and the name and grade of your child as indicated in the school records. (Joseph Smith grade 10, not Joey Smith)
5. Within one week after you submit your request, you will receive an email with instructions for logging into the parent portal, getting a temporary password, changing your password, and navigating the site. These instructions will also appear on the Liberty website at www.libertyk12.org. If you have questions during the process that the instructions on the website do not address, please email MSParentPortal@Libertyk12.org for assistance.

Please understand that the Liberty Central School District DOES NOT have access to your password. If you forget your password, please use the system process to acquire a new one. No one in the district has the authority to reset your password. *We hope that you will find this information helpful as we strive to increase communication between school and home.*

Parental Involvement

The Liberty Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child’s education, and parental responsibility for all aspects of their child’s education.

Teacher's email addresses can be accessed by going to www.libertyk12.org and follow the directions under *Contact Us* in the search bar. You may also contact your child's teacher via Parent Square by searching the directory.

STUDENT PRIVILEGES

Extracurricular Activities

It is an honor for students to be selected as a team member and for them to represent Liberty Middle School in interscholastic athletics or other school-sponsored activities. Students selected to represent our school are expected to exhibit proper behavior. Good sportsmanship from Liberty Middle School's student body is expected in our school and at activities in other communities. Clubs and After School activities meet between 3:00 PM and 3:55 PM any day there are late buses. Class meetings will be held when necessary and at the request of class officers with approval of advisors and administration. Students must be in school before 3rd period begins (currently 9:45 AM) in order to participate for the day.

A pupil may not represent the school in any interscholastic contest or other activity if their citizenship and behavior, either in or out of school, is considered unsatisfactory. Truancy, illegal tardiness to class or school, cutting classes, failure to apply oneself to schoolwork, and other infractions of school or community standards, rules, and regulations may revoke a student's eligibility. Students who are suspended the day of an activity or who owe detentions may not participate in practices or events. Participation in these events/activities is subject to proper academic standing as delineated in the weekly Academic Probation List.

National Junior Honor Society

Liberty Middle School has a charter for a National Junior Honor Society. This organization is for students in the 7th and 8th grades that maintain an overall cumulative average 92% and meet the standard for character, service, and leadership. Students at the end of 6th and 7th grade may be considered for membership after grades from the 3rd quarter are reviewed. All members must complete an approved school community project. Students may see an adviser in the Middle School for more information. Information and by laws can be found on the LCSD website.

Spectators

Spectators at events will be expected to place the emotional and physical well-being of the student-athletes first. Spectators are requested to follow the school rules established for the event they are attending. After a warning, a spectator who fails to adhere to these rules will be asked to leave the event and/or refrain from attending future events for a specified length of time. All students are to leave school grounds and come back with an adult over 18 years of age if they are to view a school sport or extracurricular event. Middle school students attending high school sporting events must be accompanied by an adult.

Sports

Liberty Middle/High School offers a full range of interscholastic sports. In most cases, three levels of competition are offered: Varsity, Junior Varsity, and Modified, as well as boys and girls teams, where appropriate. The following athletic programs are offered: Alpine Skiing, Baseball,

Basketball, Cheerleading, Cross-country Running, Football, Golf, Indoor Track, Soccer, Softball, Tennis, Track and Field, Volleyball, and Wrestling.

Student Participation/Attendance at After School Activities

- Students may not participate in afterschool activities on days that they are absent from school, out-of-school suspended, or in-school suspended on the day of the event.
- If there is a weekend event, the student must be in attendance and in good standing the school day before the weekend event.
- Students with missed detentions will not be allowed to attend until the new consequence is served.
- Students on Academic Probation level 3 may not participate in extracurricular activities or interscholastic sports activities. Students must be in school before 3rd period begins (currently 9:45 AM) in order to participate for the day.

Information concerning Academic Eligibility

[Appendix A](#)

[Appendix A Spanish Copy](#)

[Interscholastic Sports Handbook](#)

STUDENT PRIVACY

[Liberty Central School District Board of Education Policy 5550](#) - the following is a simplified version.

The Board is committed to protecting student privacy as required by the federal Protection of Pupil Privacy Rights Act (PPRA). This includes regulating the administration of surveys, disclosure of personal information for marketing, and conducting physical exams.

Surveys

Surveys can help determine students' educational needs. However, parent/guardian consent is required for surveys collecting sensitive information, such as political beliefs, psychological issues, sexual behavior, illegal activities, or religious practices. Written consent from parents/guardians is necessary before students can participate in such surveys, and parents/guardians have the right to inspect these surveys beforehand. Once students turn 18 or are emancipated, these rights transfer to them. Requests to inspect third-party surveys must be made to the Building Principal at least 10 days before the survey date.

Marketing

Under state law, the district cannot disclose or use personally identifiable information for marketing or commercial purposes. All student information will be protected under various laws, including FERPA, IDEA, PPRA, and the Children's Online Privacy Protection Act.

Inspection of Instructional Material

Parents/guardians can inspect any instructional material used in the educational curriculum upon request. Instructional materials include printed, audio-visual, and digital content but exclude tests or assessments. Requests to inspect must be submitted in writing to the Building Principal, and access will be provided within 30 days. Rights to inspect materials transfer to students once they turn 18 or are emancipated.

Invasive Physical Examinations

Parents/guardians will be notified and given the opportunity to opt-out before any non-emergency, invasive physical examinations that are scheduled by the school. Invasive exams include any medical exam exposing private body parts or involving incision, insertion, or injection into the body. Routine screenings like hearing, vision, and scoliosis are excluded from this requirement.

Annual Notification

The district will notify parents/guardians and eligible students annually at the beginning of the school year and upon enrollment of their rights under this policy. Parents/guardians will also be notified of any substantive policy changes within a reasonable period. reasonable length of time after any substantive change to this policy.

SPECIAL INSTRUCTIONAL PROGRAMS

Homebound Instruction

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher. The parent must notify the principal or guidance counselor if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction. Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin. As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the number of hours prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

Programs for Special Education

Students with special needs are entitled to receive, at public expense, special education-related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment to meet their individual needs. Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district. Parents/students who desire further information on these programs and services should contact the Student Services Office at 845-292-5400 ext. 5113

Guidance Department

All students in grades 5-8 will be assigned a school counselor. The counselor will meet with each student a minimum of one time during the school year to review schoolwork, peer relationships, and the general well-being of the student. The school counselor is also available to assist students and families with any personal, social or emotional issue that may arise. The counselors have an array of programs, services and referral information available for students and families. Information shared with the counseling staff is confidential with the exception of information that indicates that someone may be in danger. All school counselors are New York State mandated reporters.

The counseling staff welcomes conferences with students, parents, and teachers. For the most efficient and effective service, we ask that you make an appointment in advance to see the assigned counselor. Exceptions will be made for emergency and crisis situations. Please call 292-5400 ext. 2311 Rita DeMayo, or stop by the guidance office to schedule an appointment. Students and parents are strongly encouraged to use Guidance services. Students who wish to meet with their guidance counselor should see the guidance secretary who will arrange the

date and time of the appointment. Parents may arrange an appointment with School Counselors in person or by telephone at 292-5400 ext. 2311.

Grades 7/8	Ms. Krokus	School Psychologist	Ms. Hadjstylianos
Grades 5/6	Ms. Behrman	Behavior Specialist	Ms. Wormuth
Social Worker	Ms. Diener		

SPECIAL PROGRAMS AND SERVICES

Leader in Me (LiM)

Leader in Me is an evidence-based, comprehensive-school improvement model—developed in partnership with educators—that empowers students with the leadership and life skills they need to thrive in the 21st century. Liberty Central School District will be implementing this social emotional K-12 model. More information can be found at <https://www.leaderinme.org>. This program will help support students to find their voice in the classroom through school leadership roles by learning and applying life-ready leadership skills.



Leader in Me Framework

SEE Core Paradigms	Paradigm of Leadership		Paradigm of Potential		Paradigm of Change		Paradigm of Motivation		Paradigm of Education	
	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS	NOT THIS	BUT THIS
	Leadership is for the few.	Everyone can be a leader.	A few people are gifted.	Everyone has genius.	To improve schools the system needs to change first.	Change starts with me.	Direct and control student learning.	Empower students to lead their own learning.	Educators focus solely on academic achievement.	Educators and families partner to develop the whole person.
DO Highly Effective Practices	Leadership		Culture		Academics					
	Start with Adults Learning & Modeling <ul style="list-style-type: none"> Principal & Coordinator Development New & Ongoing Staff Learning Family & Community Partnerships Teach Students to Lead <ul style="list-style-type: none"> Direct Lessons Integrated Approaches Service Learning 		Create a Leadership Environment <ul style="list-style-type: none"> Physical Environment Social-Emotional Environment Leadership Events Share Leadership <ul style="list-style-type: none"> Lighthouse & Action Teams Leadership Roles Student Voice 		Achieve Goals <ul style="list-style-type: none"> Individual Goals Team Goals Aligned School Goals Empower Learners <ul style="list-style-type: none"> Leadership Portfolios Student-Led Conferences Empowering Instruction 					
GET Measurable Results	Highly effective students and adults who are leaders in their school and community.		A high-trust school culture where every person's voice is heard and their potential is affirmed.		Engaged students who are equipped to achieve and entrusted to lead their own learning.					

Multi-Tiered Systems of Support (MTSS)

At Liberty Middle School, we use the STAR Renaissance Assessment as a screener and benchmark to check and track student progress. This assessment is a tool used to drive instructional practice. Multi-Tiered System of Supports (MTSS) is not a separate program, class or intervention, but rather a way to organize to meet student needs. MTSS interventions include both enrichments and interventions, depending upon students' needs. This framework helps educators identify students who need additional support both academically and behaviorally.

Understanding MTSS:

MTSS helps identify students needing extra help. It includes three levels of support:

Tier 1: Core Instruction

- All students get this in their regular classes with their general education teacher.
- Includes schoolwide expectations and classroom management plans.

Tier 2: Supplemental Support

- For small groups needing extra help.
- More focused on academic and behavioral support.

Tier 3: Intensive Support

- For students with the highest needs.
- Provides very targeted and individualized support for academics and behavior.

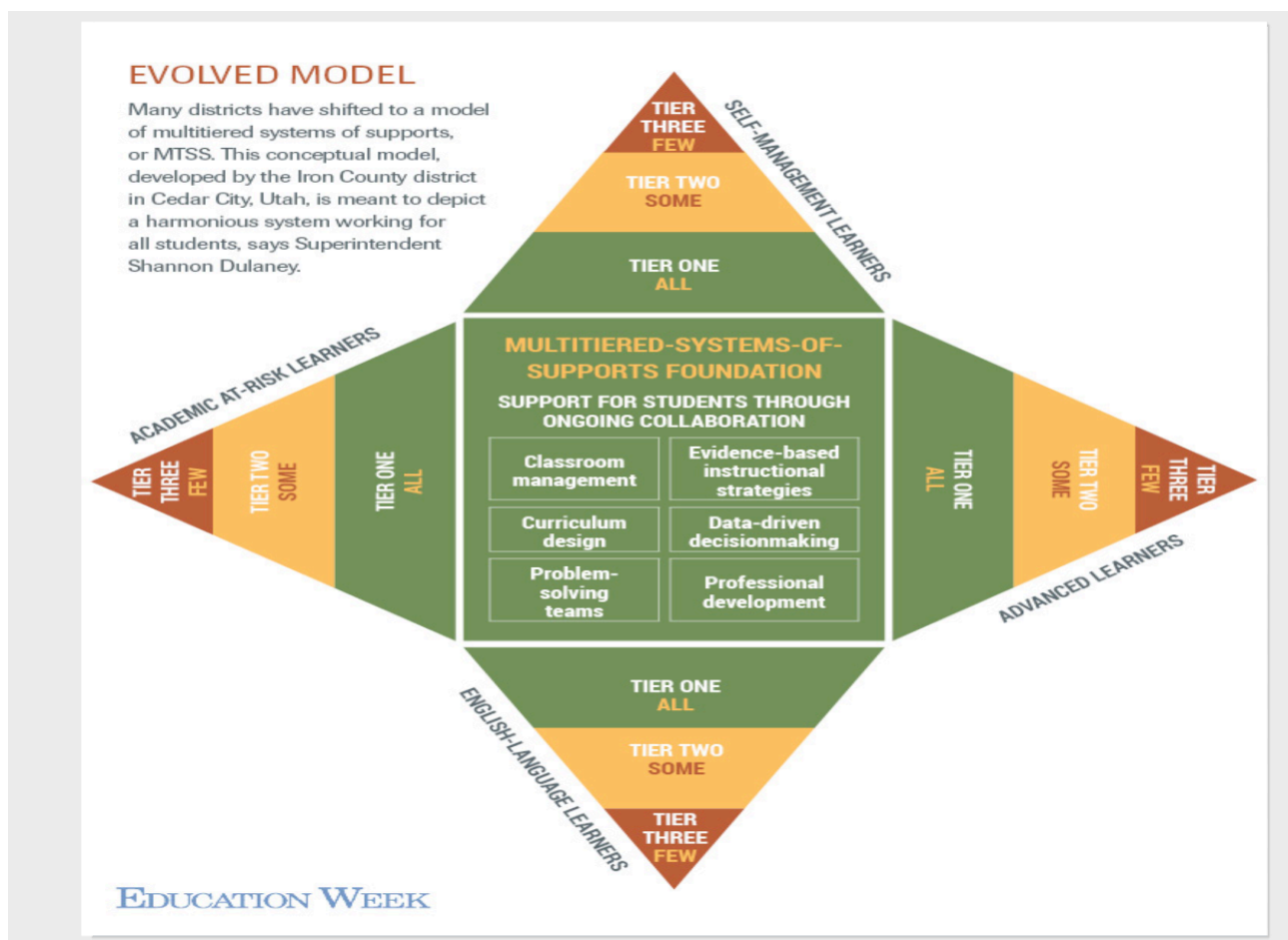
Flexibility of MTSS:

- Student groups can change based on progress and assessments.
- Regular reviews ensure students get the right level of support.
- Decisions on more intensive support involve collaborative meetings.

If you have questions, please contact your child's teacher or school counselor.

What is Response to Intervention (RtI)?

RtI is a school-wide method to monitor and support student progress. It ensures that all students get the help they need through a three-tier model as they move through their education.



STUDENT GENERAL INFORMATION

A-B

Assemblies

Student assemblies are selected to enhance the school curriculum and are seen as part of the overall educational process. Attendance is strongly encouraged. Students are reminded of proper conduct at both in person and virtual assemblies. They should: 1) remain with their class and teacher, 2) speak in whispers when necessary, 3) pay attention to the speaker/performer, and 4) applaud only when appropriate. *See attendance for excused from assembly

Automatic External Defibrillators

The Liberty School District maintains on site, in each building, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored events, at least one staff person who is trained in the operation and use of an AED will be present. LMS AEDs are located in the main lobby, nurse's office and physical education area.

Backpacks/Messenger Bags/Purses

For health and safety reasons, backpacks, and messenger bags may not be used in the building. They may be used for carrying materials back and forth from home but then must be secured in the student's locker during the school day. Failure to comply will result in appropriate disciplinary action. Students carrying purses/handbags/man bags that are greater than 8 inches by 11 inches in size will be considered as carrying a book bag and will be directed to place the book bag in their locker. Such items will also be subject to search.

Bus – Conduct

The school bus is in reality an extension of the school and student behavior will be evaluated by the same standards. Eating on the bus may be prohibited if, in the driver's opinion, the practice results in excessive littering. Students must follow the behavioral guidelines and procedures of Liberty Middle School while boarding and riding the bus to and from school and school-sponsored activities including the use of electronic equipment. The driver or bus aide will write a referral for any behavior that is inappropriate. Examples of inappropriate behavior include, but are not limited to vulgar language, refusal to comply with bus rules, eating and drinking, harassment, inappropriate gestures to those inside and outside the bus, and failure to sit in assigned seats. In addition, students are expected to comply with the following safety regulations:

1. Students have five minutes from the time of their dismissal from school to board their bus. Students who are late due to their own negligence will be expected to seek alternate means of transportation.
2. Students may not get off buses once they have boarded without authorization or consent or unless an emergency arises.
3. Students who desire transportation on buses other than their own must obtain **written** consent of their parents and approval of appropriate school authority and present it to the driver of the alternate vehicles. Groups of students, e.g. Brownies, Girl Scouts, etc. will be allowed to ride only if their presence on the bus does not overload the vehicle. Should the number of students in the group cause the vehicle to be overloaded, transportation will be denied to the entire group.
4. Students must be promptly seated once entering the bus and remain seated while the bus is in motion until the bus comes to a complete stop. Students are not allowed to occupy any position that will interfere with the vision of the driver and their driving. Bus drivers are authorized to assign seats. In addition to their belongings, students are to keep their feet, legs, and arms out of the center aisle. Students shall obey all bus driver/aide instructions while on the bus.
5. Students must maintain conversations in a normal tone of voice so that the driver's distraction is kept to a minimum. Students shall maintain complete silence whenever a school bus approaches a railroad track.
6. Students are not permitted to extend their arms or heads out of the bus windows.

Students are to place all waste paper in the receptacles provided on each bus. Throwing of litter in or out of the bus is strictly prohibited.

7. Upon being discharged from a school bus, students are expected to proceed directly to their home or to school.
8. Students, who must cross the road to board or upon discharge from a school bus, must cross ten feet in front of the bus when signaled to do so by the bus driver.
9. Large parcels, groceries, and pets are prohibited from being brought on the bus.

Consistent or serious bus safety infractions will result in loss of transportation privileges. Students and parents are reminded that the Board of Education, the Superintendent of Schools, and/or Building Administrators have the authority to suspend the transportation riding privileges of students who are disorderly and insubordinate. In such cases, the parents of the children who are involved become responsible for seeing that their children arrive to and depart from school in a safe manner.

Bus – Late and Activity/Sports

In addition to regular bus transportation, late buses are provided for regular bus students engaged in approved after school activities including those students assigned after school detention. The **4:00 PM & 6:00 PM** bus operates Monday through Friday. Passes to board this bus are available from the coach/advisor/teacher/tutor.

Students who do not have a pass issued from coach/advisor/teacher/tutor may NOT ride these buses.

Bus – Student Responsibilities

1. Hand your late pass to the bus driver.
2. Students are not to enter the bus when the driver is not there.
3. Students are to be at their bus stop five minutes **before** their “normal” pick-up time. However, in the event a student is not at their stop, it is **expected** that the bus will still stop. If the dwelling is out of the driver’s sight, the driver will wait for a sufficient amount of time necessary for the students to board the bus and students to be seated. If not waved on by a parent at this point, drivers may proceed to their next stop if the student is not in sight of the bus driver.

A student or students who are habitually late in getting to their bus stop on time will receive a referral addressing the issue, along with the parents being contacted to discuss/resolve the issue. Each bus must keep a timely schedule in order to arrive at school for the 7:55 AM unloading time. Exceptions can be made in times of inclement weather regarding a bus’s timetable as road conditions can affect pick-up times substantially.

Bus – Video Cameras

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules would receive disciplinary action.

C

Cafeteria

Students may visit the cafeteria only during their assigned lunch period. Students may socialize at their tables using appropriate voice levels. After eating, students must remove all trays, utensils, and trash to the proper disposal area(s). Littering is prohibited. No food or drink may be taken out of the cafeteria, except in the case of students serving lunch detention in the detention room. Students need to raise their hands and get permission to leave their tables and/or the cafeteria. Students must have a pre-signed pass to go to the library or to a teacher's room for extra help. Passes to other locations will not be allowed. **Failure to adhere to these rules will lead to disciplinary action.**

In an effort to help students form healthy habits, we are creating a comfortable atmosphere in our newly improved Redhawk Cafe. We are encouraging all students to eat in the cafeteria during their allotted time. **Eating in the Guidance Office is only allowed with a pass from a counselor.**

****Cell Phone/Smartwatch Policy LMS Students****

Our commitment to fostering an optimal academic-focused environment for every young person remains steadfast. To uphold this commitment, we are continuing our efforts to prioritize the health, well-being, and safety of our scholars while minimizing distractions within our school.

We are pleased to announce Liberty Middle School will be Cell Phone/Smartwatch Free 8am-3pm during the academic day for the 2024-2025 school year.

We greatly appreciate your support in rallying around our vision, which we believe will significantly enhance safety and well being, in addition to classroom learning experiences at Liberty Middle School.

For the 2024-2025 school year, the following guidelines will be in effect for students in Grades 5-8:

- All cell phones/smartwatches must be turned off and stored in student lockers during the school day.
- Cell phone/smartwatch access is **ONLY** permitted before and after the school day, as well as during after-school activities.
- In emergencies, students may seek permission from a building administrator or counselor to use their phone in a designated private space. Regular school-specific rules will apply after the call.
- We encourage families to discuss communication plans openly and make necessary arrangements.
- Our offices are available as a resource, and our staff will assist in relaying messages or facilitating communication as needed.

Any violation of these expectations will be addressed according to the LMS Student Code of Conduct.

If a cell phone/smartwatch is used during the school day from 8:00-3:00:

- **First Offense:**
 - A student will be given a warning to put their phone/smartwatch in their locker.
- **Second Offense:**
 - A student will be sent to the office to turn the cell phone/smartwatch into the office, to be picked up by the student at the end of the day.
- **Third Offense:**
 - A student will be sent to the office to turn in the cell phone/smartwatch, and the parents/guardians will be called by administration to retrieve it from the main office.
 - The teacher will write a referral for the 3rd incident, with the ***Offense*** stating:
 - Insubordination- Failing to Comply

Administration will follow the Progressive Discipline Model for consequences.

Thank you for your partnership and ongoing support in creating a safe and productive learning environment where our focus remains on safety and learning together in a positive atmosphere.

Change of Address/Telephone Number

Please complete the Student Contact Information Form each year. SchoolTool must have updated information so you receive news and updates. Parents/students should report any changes to the main office as they occur.

D-F

Discipline

Progressive Discipline Model BOE Policy 5300

Consequences, and if needed discipline, are most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Consequences and disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

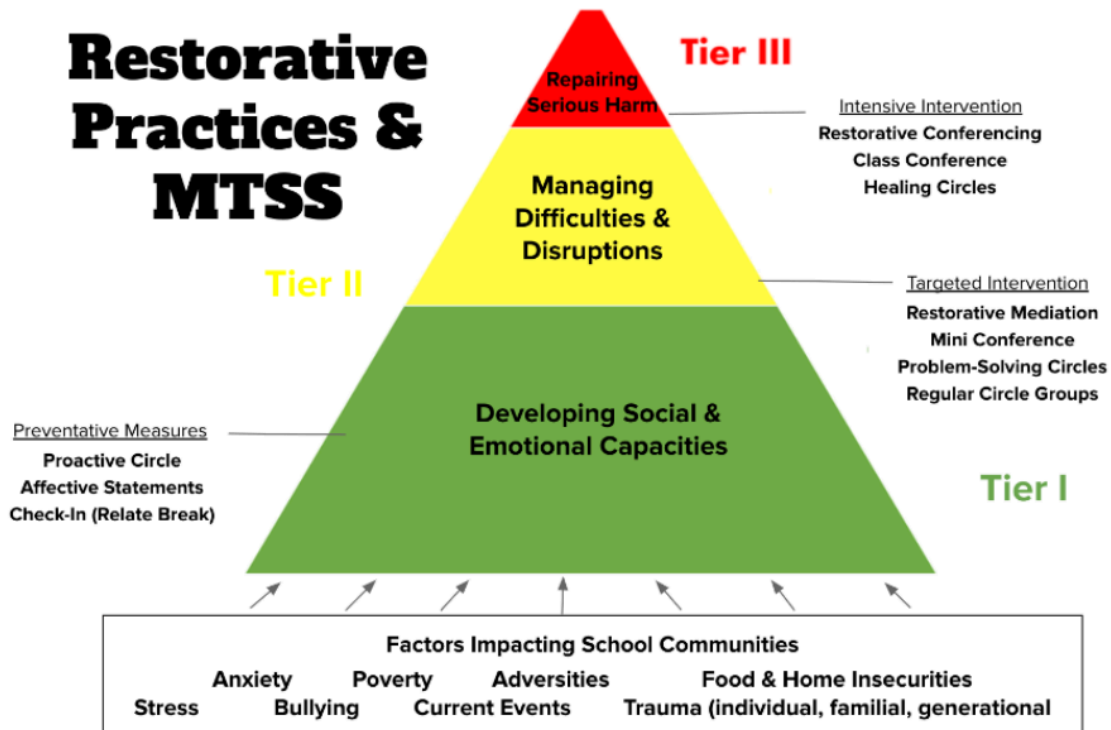
- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. However, school personnel are empowered to utilize the consequences most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

[BOE Policy 5300.40 Discipline Disciplinary Procedures, Penalties and Referrals for Students](#)

Restorative Practices & MTSS

Restorative practices focus on building and repairing relationships between individuals, rather than solely focusing on punishment. This approach allows students to understand the consequences of their actions while also providing them with an opportunity to make amends and learn from their mistakes. By incorporating restorative practices, we believe that students will develop a greater sense of responsibility, empathy, and accountability.



"The Leader in Me" integrates the 7 Habits into a disciplinary approach for positive outcomes:

Be Proactive (Habit 1):

- Application to Discipline: Encourages students to take responsibility for their actions and choices.
- Positive Outcome: Students develop a proactive mindset, understanding that they have control over their behavior and can make positive choices.

Begin with the End in Mind (Habit 2):

- Application to Discipline: Encourages goal-setting and helps students consider the consequences of their actions.
- Positive Outcome: Students develop a clearer understanding of the impact of their behavior on themselves and others, fostering better decision-making.

Put First Things First (Habit 3):

- Application to Discipline: Helps students prioritize tasks and responsibilities, including their behavior choices.
- Positive Outcome: Students learn time management and responsibility, leading to a more organized and disciplined approach to their actions.

Think Win-Win (Habit 4):

- Application to Discipline: Promotes collaborative problem-solving and conflict resolution.
- Positive Outcome: Encourages students to find mutually beneficial solutions to conflicts, fostering a positive and respectful school environment.

Seek First to Understand, Then to Be Understood (Habit 5):

- Application to Discipline: Teaches active listening and empathy in resolving

conflicts.

- Positive Outcome: Students learn to communicate effectively, reducing misunderstandings and promoting a supportive community.

Synergize (Habit 6):

- Application to Discipline: Encourages teamwork and collaboration in addressing behavioral issues.
- Positive Outcome: Students learn the value of working together to find innovative solutions to problems, creating a sense of unity within the school community.

Sharpen the Saw (Habit 7):

- Application to Discipline: Emphasizes the importance of self-care and balance in behavior choices.
- Positive Outcome: Students develop a holistic approach to their well-being, leading to improved behavior and overall personal development.

"The Leader in Me" provides a holistic framework that goes beyond traditional disciplinary methods. By integrating the 7 Habits into the school culture, it aims to create a positive and proactive environment where students are empowered to take ownership of their behavior and contribute positively to their community.

Dismissal

All students are to leave the building by 3:05 PM, unless under the direct supervision of a staff member or coach. Students will exit through the same door they enter in the morning. Grade 5 & 6 cafeteria doors, Grade 7 & 8 main entrance. **Failure to adhere to these rules will lead to disciplinary action.**

Distribution of Literature on School Grounds

No literature may be distributed on school grounds unless the Superintendent and Building Principal approve a copy in advance.

Dress Code

Liberty Middle School administration and teachers expect students to present themselves in a manner that is respectful and appropriate. **Students' clothing should not offend others, cause embarrassment to them, present a health hazard, or create a disruption in school.**

Dress Expectations

Please note: Building administrators will make the final decision on dress code violations including items that are inappropriate for school but not mentioned in this policy. **If necessary, parents will be notified and asked to come to school to either pick up their student or bring proper attire.**

The following expectations will be enforced:

1. For health and safety reasons, students are expected to maintain hygienically clean attire.

2. Student clothing is required to cover a student's "personal and private" areas - including the chest, midriff (stomach), groin, and buttocks. Clothing must not be sheer or see-through.
3. Students are not to wear clothing that is provocative in nature, reveals undergarments, or worn in a manner which is offensive or distracts from the educational process.
 - a. Low-cut backs, low-cut fronts, bare midriffs, or bare stomachs are **NOT** allowed. Some examples of inappropriate clothing may include, but are not limited to, halter, crop, tube, and transparent tops, high slit dresses/skirts, and dresses or shorts of inappropriate length, in which private areas are revealed.
4. Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, or discriminatory (some examples may include, but are not limited to, ethnic, racist, sexual, or sexist remarks/images), or which promote or advertise weapons, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Examples: swastika, guns or ammunition, violent depictions, Playboy bunny, alcohol logos, and tobacco logos.
5. Metal chains, studs, spike jewelry and/or accessories are considered a safety concern and are not to be brought to or worn in school.
6. Certain classes, such as technology, physical education, science, etc., require students to wear appropriate and/or protective clothing or equipment. Failure of students to wear these required items at the request of the classroom teacher will be considered insubordination and will be addressed.
7. Students are not allowed to wear hats, caps or any headgear during the instructional day 7:55 am to 3:05 pm. (except if hat, caps or headgear are for medical or religious purposes). Sunglasses may only be worn with a physician's note on file with the School Nurse.
8. Students are not allowed to wear jackets in classrooms, hallways, cafeteria, and during assemblies. **Students are expected to leave their jackets in their locker after entering school.**
9. Students are not allowed to wear backpacks in classrooms, hallways, cafeteria, and assemblies during the school day. **Students are expected to leave their backpacks in their locker after entering school**

Early Leave Request Procedure

If a student must leave school before the end of the school day, he or she must adhere to the following procedures:

1. Students should bring a note from a parent/guardian to the greeter's desk in the Main Lobby immediately upon arrival at school and get an official early dismissal permission slip. The reason for the school/class absence must adhere to the Board of Education policy as outlined in the Student Attendance Policy.

2. The note should clearly state the REASON for the early leave request, the SPECIFIC TIME requested, if the parent/guardian is giving a second PARTY PERMISSION to pick up the student and the arrangements for TRANSPORTATION. Only those individuals authorized by parents on the Student Emergency Form may pick up the student; however, an emergency contact may not request to sign out a student without verification from the parent/guardian. The individual picking up the student must sign the student out at the greeter's desk in the Main Lobby.
3. Students who have permission to leave school early must wait in the classroom until their transportation arrives. The greeter's desk will notify the classroom when the student's transportation arrives.
4. Any student with an approved early leave must sign in at the greeter's desk if he/she returns to the school before the end of the school day. Students will not be allowed to leave and return during study halls, lunch etc., as Liberty Middle School is a closed campus. Leave/return permission will be granted for emergency doctor, clinic and court, the student must bring in proof of appointment from the appropriate facility upon return.

Electronics

Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools including online texts, interpretations, and other resources thereby connecting the classroom to the world. As a result, every classroom will have Chromebooks for student use. Use of electronic devices is inextricably linked to greater success in the acquisition of skills and competencies and prepares students for post-secondary education, the workplace and life. Use of electronic devices is not appropriate where safety is a concern. Only the use of school issued electronic devices (Chromebooks) are permitted in the building/classroom and is subject to regulation by the teacher/staff. Please refer to the **LCSD Student/Guardian Device Agreement and LCSD Technology Handbook**.

Greeter's Desk Student Phone Usage Policy

A student who uses the phone at the greeters desk;

- needs to have a pass from a teacher
- needs to have a known reason for using the phone
- front desk staff need to monitor and know why students are using the phone as well as the outcome

Students may not use the front desk phone or cell phones to call home to leave school - they need to be dismissed by the nurse.

Students may not use the phone during 9th period or at the end of the day making alternate arrangements for departure that have not been verified and clarified by an adult staff member with a parent.

Electronics - Chromebooks

Every student will be responsible for the Chromebook they use in class, or if permitted, bring home with them. Chromebooks are to be treated with the greatest care at all times. Accurate records will be kept of Chromebooks when loaned to students and the condition when returned. Students must return any Chromebook they were loaned at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld. In addition, students will not be allowed to participate in the end of the year ceremonies. If a student leaves school before the end of the year, the student is to leave their Chromebook with the main office. Parents/Guardians will be billed by the district for the replacement value of a Chromebook if it is lost, not returned or damaged.

Students who are found to have violated the Code of Conduct either by damaging the Chromebook or using it inappropriately will be subject to the following penalties:

- verbal warning, written warning, written referral to a parent, detention, suspension from transportation, athletics, social or extracurricular activities, in-school suspension, removal from classroom, short-term suspension, long-term suspension, and permanent suspension.

Students may also be subject to remedial responses, including, but not limited to:

- peer support groups, assignment of an adult mentor, corrective instruction, engagement in a reflective activity, supportive intervention, behavioral assessment or evaluation, behavioral management plans or behavior contracts, and counseling.

Field Trips

Advisors/coaches are in charge of student conduct. Parents are invited and encouraged to chaperone selected school field trips. Any parent interested should contact their child's teacher. Behavior that discredits Liberty Middle School will not be tolerated. Students are expected to leave and return on the same bus. Parents who want their children to return in the family vehicle must secure permission before the trip from the advisor/coach and an administrator. Students who have outstanding disciplinary obligations will not be allowed to participate. * *Per Grade Level Guidelines**

Fines

All student obligations including the return of textbooks, chromebooks, chargers, materials, equipment, and payment of fines must be met by the last day of school.

Free and Reduced Breakfast and Lunch

The Community Eligibility Program allows for all students, regardless of their socioeconomic status, to receive free breakfast and lunch; Students must still pay for snacks. Community and Eligibility Provision (CEP) Household Income Forms must be completed and returned to the school.

Fundraising

All fundraising must be approved first by the Student Council and then administration. The following regulations shall govern the selling of food and/or articles on school property.

G-H

Grade 8 Moving Up Ceremony Guidelines

Students failing **any** Core classes will **NOT** be eligible to walk in the Grade 8 Moving Up Ceremony. You will receive notification if your child is **NOT** eligible to participate in the Grade 8 Moving Up Ceremony.

Core classes include: English, Mathematics, Science, Social Studies, World Language △

Grade 8 Summer School & Promotion

The following plan of action will be instituted for eighth grade students who fail one or more of their core classes. *If summer school is available*

Core classes include: English, Mathematics, Science, Social Studies, World Language △

Students MUST have a **50 end of year average or higher in order to attend summer school

****Students with an end of year average lower than 50 may attend with teacher recommendation****

<u>Student Fails:</u>	<u>Plan of Action:</u>
5 core classes	Possible Recommendation for retention Student must attend summer school and successfully pass two core classes.
4 core classes	Possible Recommendation for retention Student must attend summer school and successfully pass two core classes.
3 core classes	Student must attend summer school and successfully pass two core classes.
2 core classes	Student must attend summer school for both subjects and successfully pass at least one.
1 core class	Student must attend summer school for the course, unless it is the world language.

△ *World Language is not offered during summer school.*

****Criteria adjusted during the 20-21 SY- subject to change****

Retention LCSD BOE Policy 4750

Retention. Retention is generally not recommended at the elementary and middle school levels. The school counselor and teachers, student support team will meet with the Building Principal and teacher(s) to consider the relative merits of promotion and retention before a decision is made. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social, emotional and physical development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. If a consensus cannot be reached, the decision of the Building Principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

Health and Safety

Information related to the items listed below are part of district-wide policies and can be found in the District-Wide Policy and Information booklet available upon request in the Main Office of the individual school buildings.

Bus Emergency Drill	Removal of Students En Route to or from School
Emergency Closings	School Bus Safety Rules
Fire Drills	Student Dismissal Precautions Regulations
Emergency Plans	

Physical hazards or defects in equipment should be brought to the immediate attention of a building administrator or a staff member.

Honor Roll

As of September 1, 2019, *Honor Roll* will be for students who obtain an overall quarterly average of 90-96. *Principal's Honor Roll* will be for students who obtain an overall quarterly average of 97-100.

I-K

Illness and Injury

A Registered Nurse is available to address all student medical concerns during the school day. Should the student need to leave school for medical reasons, the Nurse will contact home and the Main Office. Students must wait in the Nurse's Office to be picked up. **All accidents occurring during school hours must be reported to the Nurse. Accidents on school property occurring after school hours must be reported on the next school day. Allergies and/or rashes must also be reported to the Nurse.**

Immunization Compliance

All students must be age appropriately immunized to enter/attend school. Keeping children up to date with vaccinations is the best way to protect them, the school, and the community from outbreaks that can cause unnecessary illness. Listed below are the requirements for the 2023-2024 school year.

Implementing School Vaccine Legislation

Legislation was enacted to eliminate the religious exemption from immunization requirements for school attendance. The State Health and Education Departments and Office of Children and Family Services have issued [guidance](#) and a [frequently asked questions document](#).

Here is the essential guidance on when children attending school must meet immunization requirements:

For those children who had a religious exemption to vaccination, what are the deadlines for being vaccinated?

Children who are attending child day care or public, private or parochial school, and who had a religious exemption to required immunizations, must now receive the first age appropriate dose in each immunization series by June 28, 2019 to attend or remain in school or child day care. Also, by July 14, 2019 parents and guardians of such children must show that they have made appointments for all required follow-up doses. The deadlines for follow-up doses depend on the vaccine. The New York State Department of Health follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices catch-up immunization schedule and expects children to receive required doses consistent with Table 2 at the following link in order to continue to attend school or child day care:

<https://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf>

What is the deadline for first dose vaccinations if my child is not attending school until September?

Parents and guardians of all children who do not have their required immunizations are encouraged to have them receive the first dose as soon as possible. The deadline for obtaining first dose vaccinations for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have made appointments for all required follow-up doses.

Dear Parent / Guardians:

Date: 7/30/2024

I hope everyone is having a fantastic and healthy summer. It is time to think about our upcoming school year. This letter is to help prepare you and your student(s) in regard to your child's health requirements.

Many students have medical diagnosis, take medications, or need nursing services. New York State and our school have policies and regulations in place for these needs. Following the guidelines below will ensure a quicker response to your child's needs and help us prepare a safe, healthy environment for them.

ALL STUDENTS MUST HAVE PROOF OF IMMUNIZATIONS within 14 days of the first day of school:

- **proof of their child's up-to-date vaccinations, OR**
- **Provide a valid medical exemption from vaccination.**

In order to attend or remain in school, children who are unvaccinated or overdue must receive at least the first dose of all required vaccines within the first 14 days. They also must receive subsequent vaccines in the series within a 14-day period of when they are due to complete the immunization series

Requirements per grade level;

- **5th Grade**
 - Heath Exam completed by NYS provider, must be completed on NYS form. Must received within first 30 days of school
- **6th Grade**
 - **Tdap immunization — must be provided to school within first 14 days of school**
- **7th Grade**
 - **Meningococcal immunizations-must be provided to school within first 14 days of school**
 - Health Exam completed by NYS provider, must be completed on NYS form. Must be received within first 30 days of school
 - Dental Certificate- completed by parent/ guardian and dental hygienist.
- **8th Grade**
 - **If the student has not received 1st dose yet, Meningococcal immunizations must be provided to school within first 14 days of school**
 - If your child wants to play a sport, a Health Exam must be completed by a NYS provider and must be completed on NYS form.

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

<https://www.p12.nysed.gov/sss/documents/health-exam-form.pdf>

Please refer to the health office link for access forms and additional information

<https://www.libertyk12.org/departments-services/health-office/>

Medication in School

My child needs to take medication in school

- ☐ Please review the schools medication policy  [Medication Policy](#)

[-http://go.boarddocs.com/ny/liberty/Board.nsf/goto?open&id=BSTHFC484432](http://go.boarddocs.com/ny/liberty/Board.nsf/goto?open&id=BSTHFC484432)

No child is allowed to bring a medication to school, All medications must be brought in by an adult

- ☐ Please have the students physician complete the Liberty 2024-2025 authorization for administration of medication in school
 - ☐ **MS Medication Form 24-25**
 - The physician must complete the entirety of this form
 - You must complete the top portion of this form
- ☐ if the child is a self carry ☐ **Self Carry-Medication 2024-25**
 - Physician and parent must ALSO complete the Self-Medication Release form
 - Original authorization must state self carry

Medical Conditions requiring further documentation

- ☐ **My Child Has Asthma and Needs a Inhaler**
 - ☐ Please review the schools medication policy ☐ **Medication Policy**
 - ☐ Please have the following completed
 - ☐ Asthma Action Plan
 - <https://www.health.ny.gov/publications/4850.pdf>
 - ☐ If your child requires medication please follow above guidelines for medication administration
 - ☐ ☐ **MS Medication Form 24-25**
 - ☐ ☐ **Self Carry-Medication 2024-25**
- ☐ **My Child has a Seizure Disorder**
 - ☐ Please have the following completed
 - ☐ Seizure Action Plan (may use what your physician provides) or
 - ☐ **Seizure Disorder care plan**
 - ☐ If your child requires medication please follow above guidelines for medication administration ☐ **MS Medication Form 24-25**
 - ☐
- ☐ **My Child has a life threatening allergy**
 - ☐ Please complete the following
 - ☐ Allergy and Anaphylaxis Emergency Plan
 - https://downloads.aap.org/AAP/PDF/AAP_Allergy_and_Anaphylaxis_Emergency_Plan.pdf
 - ☐ If your child requires medication please follow the the approved guidelines for medication administration ☐ **MS Medication Form 24-25**
- ☐ **My Child has Diabetes**
 - ☐ Please complete the following
 - ☐ DMMP
 - <https://www.schoolhealthny.com/cms/lib/NY01832015/Centricity/Domain/88/NYSDOH%20DMMP.pdf>
 - ☐ Endocrinologist orders
 - ☐ If your child requires medication please follow the the approved guidelines for medication administration ☐ **MS Medication Form 24-25**
- ☐ **My Child has additional medical needs**
 - ☐ Contact the Health office to discuss if further documentation is needed

I hope this checklist will better help both you as the parent and me prepare for your child's arrival next year. All medical forms must be completed each year, as each medical order is only good for that school year.

If you have any questions or need help obtaining any of the above forms please feel free to contact me.

Sincerely,

Melissa Funcheon Kolarik, RN

845-292-5400 x2316

845-292-1714- Fax

mfuncheon@libertyk12.org

2024-25 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "ACIP Recommended Child and Adolescent Immunization Schedule." Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ²		Not applicable	1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

<https://www.health.ny.gov/publications/2370.pdf>

Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. For more information on health issues, contact the School Nurse at 292-5400 x2316.

L

Lateness to School and Class (Revised July 2024)

Students will be admitted to the academic wings beginning at 7:55 AM.

Homeroom runs from 7:55 AM to 8:05 AM. Flex Period begins at 8:05 AM.

Late To Class:

- Students who arrive to class after the late bell, without a legitimate pass, are considered late to class.
- After three consecutive lates:
 - Teacher will contact home (via phone call or Parent Square) and write a referral.
 - Administration will then complete the referral process.

Cutting Class:

- Students who are more than 20 minutes late, without a legitimate pass are considered to be cutting class:
 - The student should be marked absent for that period.
 - Teacher will contact home (via phone call or Parent Square) and write a referral.
 - Administration will then complete the referral process.

Leaving School Grounds/Building

No student is allowed to leave school grounds or go to the parking areas, except by special permission from administration. The school district is legally responsible for each student's welfare. If a student leaves the grounds without permission, he/she becomes truant and is subject to the rules governing truancy. Once students arrive on school grounds, they must remain on school property. If they leave school grounds, they are considered truant.

Library Passes

The library is open to students for use during lunches and study halls as per Mrs. Park's schedule. Books may be checked out for a period of two weeks. Students using the library from a study hall or lunch must get a pre-signed pass from the librarian – these students are limited to using the library one period a day, unless working on a school related project.

While in the Library, students must follow the set rules. Any damage done to materials will result in the student making restitution for the damage. Upon entering the library, students must show their passes to the librarian and must sign in at the front desk (students must stay in the library for the entire period).

Lockers

Students will be assigned hall lockers and/or physical education lockers the first day of school or as soon as possible thereafter. **Students are not allowed to share lockers or locker combinations.** In order to minimize congestion in the halls, as well as for student safety, it is recommended that students only go to their locker before homeroom, before lunch, and upon dismissal. Any problems with lockers should be reported to the Main Office.

Lost and Found

Turn in and claim lost articles at the cafeteria stairwell. Items of value can be turned into the main office or greeter's desk.

M

Medical History/Physical Examination Forms

1. All new students, 5th & 7th are required to have a physical examination.
2. Students in 5th & 7th grade will receive a vision screening annually.
3. Students in 5th and 7th grade will receive a hearing screening annually.
4. Girls only in 5th and 7th grade will have a scoliosis screening annually.

Medication in School

Medication can be taken in school only under the following conditions:

1. A note from the doctor and the parent requesting that the student be allowed to take medication during school hours must be submitted to the Nurse.
2. The note and the medication should be brought to the Nurse by a parent or guardian.
Medicine must be brought in the original container with a proper label identifying the student's name, the medication, and the dosage, accompanied by a parent and doctor note to administer the medication.
3. The Nurse will give the student a pass to return to the Health Office to take the medication.
4. At NO time are students allowed to bring any MEDICATION to school without following the above procedure. This includes Tylenol, aspirin, or any over-the-counter medications. If students are in possession of these medications, including sharing these medications with other students, severe disciplinary action will result.
5. Every effort to take medication at home rather than in school should be made. Medication that is required three times per day can be taken at home (before school, upon arrival home from school, and at bedtime).
6. Under certain circumstances, healthcare providers may request that a student carry their own medication and be able to self-administer. This requires a specific request by the healthcare provider and must show that the student has been instructed in, and understands, the purpose and appropriate method and frequency of use.

Multimedia Tools in the Classroom

During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of their classroom participation including:

- Videos related to the curriculum being taught to your child
- Videos that are in the LMS library
- Videos that can be obtained through an inter-library loan program
- PG and G-rated videos

Any videos shown outside the above guidelines will require written notification to parents specifying the videos content and suitability.

P

Parent/Teacher Contact

While in Middle School, we would like parents to continue to be as involved in their children's education as they were in their early years. Teacher-Parent conferences are encouraged whenever desired whether in person or by telephone. If you wish to meet with your child's teacher(s), please call in advance for an appointment. Every effort will be made to work around your schedule. If you find you cannot come, please call so that we may reschedule your appointment.

Passes

Students must have some type of pass signed by a staff member when they are in the halls during regular class times. Students may need to sign in/out of some locations. Students should have a pass when in the halls, and be expected to respond to any adult who asks them where they are going, and if they have a pass.

Pass Restriction

Students who habitually violate the use of passes will be placed on pass restriction. The length of the restriction will be determined based on the degree of violation. Students on pass restriction may not leave a classroom without an escort except during the changing of classes. For the purpose of this section, any room in the building is considered a classroom.

Peer Mediation

Students who are having conflicts with others may contact Guidance or an administrator to set up a mediation session. The program allows a student the opportunity to peacefully sit down and work out their conflict with peers acting as mediators and/or with a guidance counselor.

Personal Possessions

Students may not bring wallet/pocket chains, ropes, or straps longer than twelve inches. Bicycles, skateboards, and scooters may not be used on school grounds. Students should walk or carry their bike or scooter while on school grounds. Roller skates, sneaker skates, and rollerblades are not permitted. Students should not bring large sums of money or expensive jewelry to school. School personnel may also confiscate any other possessions that may threaten the safety or well-being of others and will hold such items until a parent comes in to pick them up or until the end of the school year. **The school will not be liable for any loss of property, money, or personal possessions during the school day or at extracurricular events, this includes cell phones, smart watches, and wireless earbuds.**

Photo/Publicity Opt-Out Form

We love to highlight our students through our website, social media, printed publications and press releases. Throughout the school year, your child's name and photograph may be shared to showcase his or her accomplishments. The district has an "opt-out" policy for featuring students through these types of public relations efforts. If you do not want your child's photo shared, please opt-out by filling out the photo permission form which will be available to you on Parent Square.

Physical Examinations

In accordance with the state New York State Education Law, each student shall receive a physical exam given by the school doctor or family physician upon entrance to school in grades 1, 3, 5, 7, and 10. If the parent/guardian elects to have their healthcare provider complete the school physical, forms are available from the School Nurse. If the form is not submitted to the School Nurse by October 1 of the school year, then the school physician will perform the student's physical. Passes will be issued to students for appointments made by the Nurse's Office. Students wishing to participate in an interscholastic athletic program **must** also have a physical examination. Sports physicals are offered in May and June of each school year. Students who prefer to have a private sport physical may obtain the sport physical form from the School Nurse or coach. All sports physicals are good for one calendar year from the date given. Information related to each sport's physical requirements is in the Athletic Rules and Regulations Handbook.

Public Concerns

Most often, parental concerns can be addressed simply through a telephone call or a conference with the teacher and/or guidance. If the matter is not settled satisfactorily, the concerns should be directed to the Building Principal. Concerns regarding district programs, instructional, or library materials, operations, and/or staff members should be directed to the Building Principal. If the matter is not satisfactorily settled, please refer to the [Chain of Command](#) posted on the Liberty Central School District website.

Public Displays of Affection

Intimate kissing and intimate forms of embracing are not allowed in school or on school grounds. Students will be warned the first time. Subsequent offenses will lead to disciplinary action.

R-W

Restrooms

Restrooms are provided for responsible student use. Disciplinary action will result for the following infractions including, but not limited to loitering, sharing a stall, overuse of bathroom privileges, and vandalism. During their lunch period, students are to use only the restrooms across from the cafeteria. Faculty restrooms are for faculty/staff only.

Rotating Schedule

Liberty Middle School is on an A-B Day rotating schedule. The first day of school is an A-Day. The next day is a B-Day and so on. A day in the rotation is never skipped. For example - If school is closed for any reason and the last day was an A-Day, the day school re-opens will be a B-Day.

Safety Hazards

These items are not permitted in school. Students who bring any of these items to school will be subject to immediate disciplinary action. Physical hazards or defects in equipment should be brought to the immediate attention of the building administrators or a staff member.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death (*e.g., fireworks, party snappers, smoke bombs, stink bombs, water balloons, squirt guns, and water pistols*).

Safety Drills

Safety drills are held throughout the school year according to the New York State mandates. All students are expected to cooperate with staff members during these drills and leave the buildings in a quiet and orderly manner. The exit routes are posted in each room. Students must stay with their teacher. Behavior that threatens the safety and welfare of others will be subject to disciplinary action.

Safety drills include fire/evacuation drills, lockdown drills and emergency dismissal drills. Schools are also required to notify students and staff when drills are being conducted at least

one week prior to drills, **except in the case of evacuation drills**, to be consistent with the requirements in the New York State Fire Code.

[Amendment approved in July 2024](#)

School Nurse

A registered Nurse will be on duty in the Health Office during school hours. Students must have a pass or a scheduled appointment in order to see the School Nurse. Students will be responsible for presenting a pass verifying their whereabouts to their official teacher on the first day they return to class.

School Safety Plan

The Liberty School District has a building-level emergency response plan for each building. These plans define how the district and each building will respond to acts of violence and other disasters. A copy of the district-wide safety plan is available in each building.

Surveillance Cameras

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. The Board supports the use of surveillance cameras on school grounds, subject to the applicable provisions of collective bargaining agreements. Cameras are an important component of the district's overall approach to safety, in conjunction with the district's school safety plans. The surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

[LCSD BOE Policy Section 8000 Code 8210.1](#)

Textbooks

Every student will be responsible for their textbooks. Textbooks are to be treated with the greatest care and should be covered at all times. Accurate records will be kept of textbooks when given to students and the condition when given. All textbooks are to be returned at the end of the school year. If not returned, report cards, schedules, and/or diplomas will be withheld. If a student leaves school before the end of the year, the student is to leave books with the teacher who issued the textbook. A student must pay the replacement value of a textbook if it is lost or not returned.

Tobacco Policy

Tobacco & Marijuana products (smoke or smoke-free) are prohibited on school property (NYS Public Health Law, §1399-0). Students are encouraged to inform school employees if they encounter tobacco use on the premises but they are not expected to confront violators. Disciplinary measures for students found using or in possession of tobacco/marijuana products are outlined in the District Code of Conduct and Behavior Guidelines.

Truancy

Any student who is illegally absent from school or leaves school without permission is considered truant. Students who arrive at school, but do not attend classes are also considered truant. Students who are truant from school will be subject to disciplinary action including denial of student privileges.

Working Papers

Applications are available in the Guidance Office. Working papers should be obtained during the regular school year. If a sports physical has been issued through the Health Office within the last 12 months of applying for working papers, the Nurse may complete the physical form. The Nurse is not available in the summer.